DOCUMENT RESUME

ED 231 358 IR 050 231

TITLE	Plan for Restructuring Interlibrary Loan in Michigan.
INSTITUTION	Michigan State Dept. of Education, Lansing. Bureau of Library Services.
PUB DATE	16 Dec 80
NOTE	32p.
PUB TYPE	Legal/Legislative/Regulatory Materials (090)
EDRS PRICE	MF01/PC02 Plus Postage.
DESCRIPTORS	Criteria; Guidelines; *Interlibrary Loans; *Library Cooperation; *Library Networks; *Library Planning; Library Services; Long Range Planning; Program Development; *Regional Cooperation; Regional Programs; State Libraries; Statewide Planning
IDENTIFIERS	Library Services and Construction Act; *Michigan

ABSTRACT

In January 1980, a Task Force on Interlibrary Loan was appointed to work with Michigan State Library Services (SLS) staff to formulate a series of recommendations for an interim interlibrary loan structure which could evolve out of the existing system. What has evolved is a multi-type regional concept involving public, school, academic, and special libraries, backed up by the five major reference/research libraries (Detroit Public Library, Michigan State University, the State Library, the University of Michigan, and Wayne State University). This publication includes a description of the formation of the task force; a list of task force members; listings of criteria for regional cooperation and statewide interlibrary loans; suggested guidelines for the development of regional interloan services; a profile of the criteria for a multi-type region of cooperation; guidelines for inter-regional and inter-network relationships; directions for establishing a state-level Board of Review for resolving conflicts between and within regions; a list of criteria for 1980 Library Services and Construction Act (LSCA) Title III grants; a description of protocols for using the interlibrary loan services of the State Library; and a state map showing the 15 multi-type regions. (ESR)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

U.S. DEPARTMENT OF EDUCATION
NATIONAL INSTITUTE OF EDUCATION
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

This document has been reproduced as received from the person or organization originating it.

Minor changes have been made to improve reproduction quality.

Points of view or opinions stated in this document do not necessarily represent official NIE position or policy.

ED231358

MICHIGAN DEPARTMENT OF EDUCATION

BUREAU OF LIBRARIES AND ADULT EXTENDED LEARNING

STATE LIBRARY SERVICES

PLAN FOR RESTRUCTURING INTERLIBRARY LOAN IN MICHIGAN

APPROVED BY THE STATE BOARD OF EDUCATION

December 16, 1980

IR 050 231

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

Edith Jamsen

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

STATE BOARD OF EDUCATION

Barbara Roberts Mason, President

Norman Otto Stockmeyer, Sr., Vice-President

Dr. Gumecindo Salas, Secretary

Barbara Dumouchelle, Treasurer

John Watanen, Jr., NASBE Delegate

Silverenia Q. Kanoyton

Annetta Miller

Dr. Edmund F. Vandette

Ex-Officio Members

Dr. Phillip E. Runkel
Superintendent of Public Instruction

William G. Milliken
Governor

STATE BOARD FOR LIBRARIES

Herbert Williams, Chairman

Katherine T. Elzinga, Vice-Chairman

Jane R. Cameron

Diane E. Holbel

Stanley Krajewski

Francis X. Scannell, State Librarian

TABLE OF CONTENTS

Foreword	i - ii
Interlibrary Loan Task Force	iii - iv
Acronyms and Terms Used in Report	v
Regions of Cooperation Concept and Criteria for Statewide Interlibrary Loan	1
Statewide Suggested Guidelines for Development of Regional Interloan Services	5
Profile for Multi-Type Region of Cooperation	10
Guidelines for Inter-Regional and Inter-Network Relationships	12
State Level Board of Review	13
Criteria for 1980 Library Services and Construction Act (LSCA) Title III Grants	15
Protocols for Using the Interlibrary Loan Services of the State Library	16
Addendum: Map of 15 Multi-Type Regions of Cooperation, October 1, 1981	20

FOREWORD

For some time, it has been apparent that the structure for interlibrary loan in Michigan needed to be reexamined and redesigned. In January of 1980, a Task Force on Interlibrary Loan, representative of all types of libraries, was appointed to work with staff to formulate a series of recommendations for an interim interlibrary loan structure which could evolve out of the present system.

What has evolved is a multi-type regional concept backed up by the five major reference/research libraries (Detroit Public Library, Michigan State University, State Library, University of Michigan and Wayne State University).

The regional concept is a voluntary plan which describes a formal structure for interlibrary loan. It begins with a concept of multi-type regions of cooperation in which "all resources within a contiguous geographic region will be searched and shared to fill requests of all participating types of libraries (public, school, academic, special) within the region of cooperation." The need to develop such a formalized structure is based on the following rationale and beliefs:

1. Equality of Access to Information is a fundamental right of all Michigan residents. Limitation to information because of geography, ethnic background, confinement, handicap, age, economic condition, educational status, cultural or similar disadvantages is not acceptable.

2. No individual library has all the resources available to meet user needs. The lending and borrowing of resources among libraries is essential for good library service.

3. In order to meet the demands of their patrons, any single-type library needs access to the resources of libraries of all types (public, school, academic and special).

4. Multi-type library resource sharing on a regional basis will improve service through greater and faster access to library resources and in the end keep the per unit cost of an ever-increasing volume of interlibrary loan at a reasonable level especially if such multi-type regional activity is set up and maintained on a reciprocal basis.

5. Doubts about the cost benefits of a statewide interlibrary loan structure which had libraries in Michigan going blind with their interlibrary loan requests to just the five reference/research libraries that might or might not be able to fill their requests.

6. Future federal, and possibly state, funding will be for multi-type library cooperation not only for interlibrary loan but for many other shared activities. Michigan needs to have a multi-type library structure in place.

7. The impact of technology for identifying, locating and transmitting interlibrary loan requests is available to libraries now.

8. In Michigan, creation of union lists, local computer catalogs, on-line retrieval systems, and other locator tools makes it practical to develop multi-type library resource sharing and a new statewide interlibrary loan network.

The suggested Guidelines and information presented on the following pages should not be interpreted to relieve any library of its responsibility for developing its local collection. Each type of library, within the scope of its financial resources, is expected to provide materials and information which fulfills the educational, instructional, occupational, informational and research demands of its clients. Requests to borrow from other libraries within or outside the region of cooperation should be limited to those resources which the library cannot be expected to own.

As the new interlibrary loan structure evolves, it is hoped that representatives from all types of libraries will continue to cooperatively solve problems with the end results being better library and information service for Michigan residents.

INTERLIBRARY LOAN TASK FORCE

On January 18, 1980, Francis X. Scannell, State Librarian, requested persons that represented all types of libraries to serve on a special Task Force on Interlibrary Loan in Michigan. In his letter he specifically identified two charges:

1. To examine the problems with the present interloan system and to develop policies which will enable it to function as effectively and efficiently as possible within the limitations inherent in it.

2. To make long-term decisions about what ILL structure should evolve out of the present system, in light of the development of COM catalogs, union lists of serials, locator files, etc. at the regional level, plus the advent of the OCLC/ILL subsystem.

Beginning with the first meeting on February 11, 1980, members of the Task Force have spent countless hours discussing and proposing alternatives to the present structure. Special subcommittees were formed as unique issues were raised. Recommendations from the subcommittees were subsequently presented to the entire Task Force where they were modified and eventually supported. Concurrently during this period of time, special meetings with academic librarians, cooperative directors, Regional Educational Media Centers, and special librarians were held to receive their reactions and input. Drafts of the reports of the Task Force were disseminated to all types of libraries as recommendations were being proposed. Written and verbal comments from librarians were discussed with the members of the Task Force as reports were nearing finalization.

At various points, drafts of all of the reports of the Task Force were submitted to members of the State Board for Libraries for their comments. During the public participation portion of the meetings of the State Board for Libraries there was an additional opportunity for librarians to voice their reactions and recommendations.

The following reports on Interlibrary Loan are a first attempt to codify a new interlibrary loan pattern in Michigan. As regions of cooperation are formed and functioning, representatives from these regions and the major reference/research libraries will need to participate in ongoing statewide planning to modify and adapt the new interlibrary loan structure.

The State Library is most appreciative of the voluntary assistance, support and commitment exhibited by all Task Force members. Without their efforts and that of the staff, the new interlibrary loan structure would not be possible.

TASK FORCE ON INTERLIBRARY LOAN

REPRESENTING SPECIAL LIBRARIES
Barbara Becker
Warner-Lambert Research Library

REPRESENTING CO-OPS & PUBLIC LIBS.
Tom Alford
Library Cooperative of Macomb

Mary Croteau
Huron Valley Library System

Arthur Curley and Florence Tucker
Detroit Public Library

Alida Geppert
Southwestern Mich. Lib. Cooperative

Charles Haemker
Grand Rapids Public Library

Dolores Hayden
Wayne Oakland Library Federation

Sue Hill
White Pine Library Cooperative

Ruth Kell
Superiorland Library Cooperative

Edward L. Whittaker
Genesee District Library

Sue Williams
Northland Library Cooperative

REPRESENTING REMC's & SCHOOLS
Dick Palmer
REMC #18

Judith Steepleton
AV & Library Services
Portage Public Schools

REPRESENTING KOM
J. F. Williams, II
Kentucky, Ohio, Michigan Reg'l
Medical Library Network

REPRESENTING ACADEMIC LIBRARIES
Joy Pastucha
Central Michigan University

Ruth Pralle
Alma College

Edward Wall
University of Michigan-Dearborn

Warren Boes and Robert Patterson
Michigan Technological University

REPRESENTING COMMUNITY COLLEGES
Ellen Person
Lansing Community College

REPRESENTING STATE ACCESS OFFICES
Jim Cruse
University of Michigan

Hugh O'Connor
Wayne State University

Ann Pitts
Interlibrary Lending Service
Michigan State University

Judy Shemwell
Detroit Public Library

MICHIGAN LIBRARY CONSORTIUM
Susan Fayad

Vern Pings
Task Force on Document Access & Delivery

David Salazar

REPRESENTING CORD
Phyllis Jose
Council on Resource Development

STATE LIBRARY STAFF
Mary Ann Hanna
Susan M. Haskin (chair)
Leelyn Johnson
Donald Leaf
Raymond Mahoney
Patricia Slocum
Marlene Thayer

ACRONYMS AND TERMS USED IN REPORT

ALA (American Library Association)

BIP (Books in Print)

CBI (Cumulative Book Index)

COM (Computer on Microform/or Microfiche/or Microfilm)

INFOPASS (Process by which a group of cooperative libraries extend user privileges to their respective patrons)

ILL (Interlibrary Loan)

KOM (Kentucky, Ohio, Michigan Regional Medical Library Network)

LSCA (Library Services and Construction Act)

MSU (Michigan State University)

NUC (National Union Catalog)

OCLC (an online bibliographic utility)

OCLC/ILL subsystem (OCLC's online interlibrary loan subsystem)

REMC (Regional Educational Media Center)

SEMLOL (Southeastern Michigan League of Libraries)

SWELP (Southwestern Educational Library Project)

TWX (used generically for teletypewriter message)

ULOSSOM (Union List of Selected Serials of Michigan)

U of M (University of Michigan)

REGIONS OF COOPERATION CONCEPT AND CRITERIA FOR STATEWIDE INTERLIBRARY LOAN

I. REGIONS OF COOPERATION

A. MULTI-TYPE REGIONAL CONCEPT:

All resources within a contiguous geographic region will be searched and shared to fill requests of all participating libraries (public, school, academic, special) within the region of cooperation.

Conditions include:

1. Cooperative libraries (public), REMC's (schools), Academic, and Special libraries must identify the geographic region with which they wish to affiliate.

2. The formation of the region must include the filing of a completed profile with the State Library which identifies regional outlets within a contiguous geographic region that are citation capable for periodicals and monographs.

3. Designation as a regional outlet assumes that the institution is willing to perform the following functions:

   a. Assist other libraries in their region of cooperation in locating resources.

   b. Share their own resources.

   c. Refer requests to other regional outlets and the five reference/research libraries.

   d. Receive requests from other regional outlets or the five reference/research libraries.

4. The statewide periodical locator tools (ULOSSOM, MSU and U of M) will be placed only at regional outlets and only after the region profile has been filed with the State Library.

5. Formation of the region must include access to an OCLC terminal which will verify and locate resources. (Regions that do not have access to an OCLC terminal on October 1, 1980, will have one year to arrange such access, either through acquiring a terminal or by contracting with another region for service.)

B. ALTERNATIVE TO MULTI-TYPE REGIONAL ACTIVITY

It is recognized that single-type libraries may wish to share resources with each other through a formal or informal arrangement. Under such conditions, one library may go directly to another library, or in a more formal set-up, would follow established protocols for that network.

Such activity may occur prior to or following involvement in a multi-type region of cooperation.

Examples might range from arrangements as informal as two academic libraries agreeing to share resources to as formal a structure as the Kentucky, Ohio, Michigan (KOM) Regional Medical Library Network.

These arrangements do not in any way conflict with the concepts proposed for the statewide multi-type regional system.

II. CRITERIA FOR STATEWIDE INTERLIBRARY LOAN

The following statewide protocols must be used when interlibrary loan requests are referred from one multi-type region to another or to one of the five reference/research libraries (Detroit Public Library, Michigan State University, State Library, University of Michigan, Wayne State University).

These protocols will be used by a recognized regional outlet when dealing with other regional outlets or a reference/research library in or out of the region of cooperation. An exception may occur when a regional outlet uses the OCLC/ILL subsystem in which case it may be necessary for a regional outlet to go directly to another library that is not identified as a regional outlet.

If these protocols are not followed, the request(s) will not be honored by the regional outlet or by a reference/research library.

Conditions which must prevail are:

A. All statewide bibliographical locator tools (periodical or monograph) will be placed at the regional outlets identified in the profile. Conditions and cost for providing services must be developed and distributed to all regional outlets.

B. For Periodicals -- For identified libraries holding periodical information (ULOSSOM, MSU and U of M, and such others that may be appropriate), complete bibliographical citations must be supplied which include the source of location information.

-- If more than one holding library is identified as owning the desired resource, the regional library outlet may go to any location desired.

-- Before requesting periodicals that are not listed in the locator tools (ULOSSOM, MSU, and U of M, and such others that may be appropriate), consult the policy statement for interlibrary loan of the receiving library. Each individual library's conditions of loan take precedence over statewide protocols.

C. For Monographs -- OCLC or other verification tools (BIP, NUC, CBI, etc.) must be consulted by regional outlets before interlibrary loan activities can commence.

-- If through an OCLC terminal multiple library location(s) are identified, a regional outlet may go to any Michigan library listed, referring first to libraries other than the five reference/ research libraries.

-- If State Library COM catalog(s) is used, the protocol of the State Library must be followed by the regional outlet.

-- If no specific location can be determined, a request may be sent blind by a regional outlet to any other regional outlet or reference/ research library in Michigan after it has been verified, and if it is in accordance with the conditions of loan of the receiving library. Unverified requests will be honored if the requesting party identifies the source of citation and lists sources where attempts to verify have been unsuccessful.

-- If an out-of-state location is determined, the regional outlet has the option of forwarding the request to the out-of-state library OR of forwarding a blind request to any regional outlet in Michigan after it has been verified.

D. Requesting Rules - A standard ALA Interlibrary Loan form or a statewide accepted form will be used to make requests and all information and instructions contained therein will be followed. Exceptions to the use of the form include the following options:

-- The use of special forms for telefacsimile transmission, as defined in the State Library's Interlibrary Loan Manual.

-- The use of TWX, OCLC/ILL Subsystem, or other special communication devices for which a different standard request format has been devised.

-- The use of an INFOPASS or similar patron interlibrary referral document within a given region.

E. Regional outlets will record on the request which bibliographic locator tool was used.

F. Under established statewide guidelines, each region will set its own rules for processing, referring and receiving requests. Each region should have a group (or office) which reviews the rules, monitors the application and to which complaints or infractions found by libraries (in or out of the region) can be sent with the expectation the problem will be corrected.

G. Each regional outlet is responsible for searching its region of cooperation before forwarding a request to another regional outlet or a reference/research library.

H. It is recommended that regional outlets and the five reference/research libraries organize their services so that they can respond within four work days after receipt of a request on its status (filled or not filled). For requests that take longer than four work days to fill, a response that more time is required should be given at the end of the four day time period. Those libraries that cannot meet these conditions should publish what their normal turn-around time is.

I. Library Policy Statements -- Each library will develop and publish its conditions of loan and if appropriate its cost structure along with its billing and payment procedures.

Note: It is hoped that libraries will attempt to provide interlibrary loan services free of charge or at the lowest cost possible. However, it is recognized that some libraries will find it necessary to charge.

J. By virtue of making a request, the requesting library is contracting to pay the published fees.

STATEWIDE SUGGESTED GUIDELINES FOR DEVELOPMENT OF REGIONAL INTERLOAN SERVICES

During 1980, the public library cooperative directors have been requested to assume the responsibility of contacting all library-type institutions in or near their established library cooperative area for meeting and forming a regional planning group. All types of libraries are encouraged to initiate action and participate in regional planning activities.

Presented here are suggested guidelines which it is hoped will ASSIST in the development of cooperative library services within a multi-type region. The use of these suggested guidelines should AID in the equitable and fair development of service patterns among all types of libraries within a region of cooperation.

The difficulty of planning a new and complex process under tight and financial constraints is recognized. Successful planning will require flexibility and a high level of professional contribution. These suggested guidelines have been written to allow Regions of Cooperation latitude to fashion their plans according to their respective regional needs and their resources to meet those needs.

A. REGIONAL PLANNING GROUP FORMATION

- Regional planning groups should be formed to qualify as a multi-type region of cooperation. During initial meetings, representatives from all types of libraries in the area should be invited to participate in the planning process.

  -- If appropriate, regional planning groups should include, to the extent possible and practical, representation from all participating library types.

  -- Representation may include:

  * Persons for library cooperatives (public).

  * Persons for REMC's (schools).

  * Persons for academic (community colleges, 4-year private and public colleges and universities) libraries.

  * Persons for special libraries.

  * Persons for existing networks should be invited to participate in the planning process (i.e. KOM, SWELP, SEMLOL, etc.).

  -- Special consideration should be given to assure that representation is balanced among library types.

- Persons from participating library types should elect a representative person to vote for the total library type group as a member of the regional planning group in deciding regional matters.

- The regional planning group should act as the region's board in cooperation with the participating libraries until a regional profile is developed, approved, and until a recognized regional board is established.

B. REGIONAL PLANNING GROUP RESPONSIBILITIES

- Familiarize regional libraries with the new regional interloan cooperative approach.

- Develop a regional profile in accordance with statewide guidelines and in cooperation with the participating libraries.

- Develop regional policies and procedures for the multi-type libraries participating in the region of cooperation.

- Establish a regional board for the region which represents fairly the interests of all types of libraries located within the region of cooperation.

C. REGIONAL BOARD RESPONSIBILITIES

- The responsibility of the regional board may include some or all of the following functions. The list of functions should not be interpreted as all inclusive:

  -- Establish policies and protocols for the region of cooperation;

  -- Monitor adherence and consistency in following statewide policies;

  -- Act as a continuous review body for all rules of the region and monitor activity in accordance to such rules;

  -- Provide continuous planning for the region of cooperation;

  -- Represent the region at statewide level planning activities;

  -- Establish a mechanism to mediate and recommend resolutions to problems within or outside the region;

  -- Provide an opportunity to every type of library for an established avenue of access to interlibrary loan systems within and outside the region;

  -- Select the fiscal agent* who will administer funds according to federal, state and local regulations.

*Public library cooperatives, community colleges, public colleges.

-- Provide for initial and continuous training and orientation of staff at each regional outlet within the region of cooperation.

-- Place high priority considerations on the development of intra-regional locator tools in areas where voids exist.

-- Evaluate activities of the region by developing a record-keeping system which provides data for effective analysis of activities of participating libraries.

-- Develop a capacity to meet statewide uniform reporting requirements.

-- Develop a proposed project for LSCA Title III funding which includes a budget.

-- Explore possible sources for additional funding of regional activities.

-- Develop and review the budget of the multi-type interloan service if additional income sources are available other than LSCA Title III.

D. DEVELOPMENT OF INTRA-REGIONAL LOCATOR TOOLS

- High priority should be placed on developing intra-regional locator tools which represent all types of libraries in filling location information voids where such exist.

- Intra-regional locator tools should be designed to adhere to and follow statewide guidelines, standards and performance measurements for supporting inter-regional activities.

E. IDENTIFIED REGIONAL OUTLET CAPABILITIES

- Regional outlets should have staff, resources and equipment to accommodate the use of intra-regional or statewide locator tools.

- Regional outlets should have staff who can perform bibliographical and locator verification functions.

- Regional outlets should be capable of providing services within the region within a reasonable period of time. Time frame goals to work towards are:

  -- Receiving and filling (if resource is owned) of requests within 24 hours.

  -- If resource is not owned, checking intra-regional locator tools, identifying other outlets, and referring request to such outlet in one's own region within 48 hours of the receipt of the request.

-- If the resource is not owned and if the resource cannot be located within the region, statewide locator tools must be checked and request referred on to appropriate outlet within 72 hours of receipt of the request.

- Regional outlets should accept the responsibility for implementation of the regional plan of service and effective participation in the statewide interlibrary loan network.

F. REGIONAL OUTLET DIVISION OF LABOR

- Regional outlets need to define the type of libraries they are responsible for serving within the region. All outlets may or may not initially serve all library types.

- Regional outlets should develop the mechanics for flow of material to types of libraries within the region (mail, delivery, etc.).

- Regional outlets should identify any special services, special collections, and special functions available to all library types within the region.

- Regional outlets should be willing to perform out of the region communication activities.

- Regional outlets should be willing to develop requirements for receiving and rejecting of requests within and outside their regions.

- Regional outlets should develop methods of communication for all types of libraries within their region.

G. GEOGRAPHIC FORMATION

- The geographic region of an area must be contiguous.

- Regions of cooperation should, insofar as possible, follow the geographic boundaries of the public library cooperatives so as not to form still another set of geographical regions. Where practical, and in order to enhance resource sharing, it is possible that a region of cooperation could be formed combining the areas served by several public library cooperatives.

- A REMC or community college with a geographical boundary which differs from that of a public library cooperative will participate in the region of cooperation in which its headquarters is located.

H. REGIONAL DEADLINE AGREEMENTS

- The planning group should strive to meet established deadlines to complete and submit the profile for the region of cooperation and to implement regional cooperative activities.

- Regional policies and procedures, once established, can be modified but a lead time of six months or less is needed for communicating changes to other regions. Implementation of policy and procedure changes should coincide, whenever possible, with the state's year beginning October 1st.

- Regional charging structures, once established, can be modified, but at least six months or less lead time should be provided for notifying other regions. Implementation of new charging structures, whenever possible, should coincide with the state's year beginning October 1st.

I. NON-COOPERATION WITHIN A REGION

- Every effort and avenue should be explored within the region by the regional board to resolve problems and difficulties. Local regional boards are responsible for work with non-cooperating libraries within their region in providing services.

- Problems between/among regions which cannot be resolved at regional levels shall be referred to a state level board of review.

PROFILE FOR MULTI-TYPE REGION OF COOPERATION

Each profile must include:

*1. Statement concerning geographic area to be served by region of cooperation. Regions of cooperation should, insofar as possible, follow the geographic boundaries of the public library cooperatives so as not to form still another set of geographical regions. Where practical, and in order to enhance resource sharing, it is possible that an ILL region of cooperation could be formed combining the areas served by several public library cooperatives. A REMC or community college with a geographical boundary which differs from that of a public library cooperative will participate in the region of cooperation in which its headquarters is located.

*2. List of participating libraries of all types including a signed statement of participation from each library or group of libraries.

*3. List of regional outlets.

4. Policy statement from each regional outlet and other selected libraries at the discretion of a region which is consistent with statewide policies.

5. Signed statement of agreement from each regional outlet certifying that they are citation capable as defined in their regional protocols and in statewide guidelines.

6. Information regarding how region will comply with required access to OCLC data base.

7. Copy of protocols developed by region for processing, referring and receiving requests as well as determining eligibility to be a regional outlet.

*8. Description of the Regional Board of Cooperation. If appropriate, the Board should as a minimum include at least one representative from each type of library and network in its region (REMC's, public library cooperatives, academics, special libraries and existing networks). The fiscal agent for each region must be specified.

*9. An eligible fiscal agent is a public library cooperative or any public institution of higher learning. Fiscal agents will administer funds according to federal, state and local regulations.

10. Upon receipt by the State Library of a profile for a region of cooperation, the microfiche copies of the statewide periodical locator tools (provided under LSCA III grants) and the State Library's COM catalog will be made available to each region of cooperation. Where each locator tool is actually placed within the region of cooperation will be determined by the protocols developed by each region.

    The formula for determining how many locator tools are available to each region of cooperation is as follows:

    1 - each public library cooperative
    1 - each REMC
    1 - each 4-year public college and university
    1 - each public community college
    1 - each private 4-year college
        or its designate

    A region of cooperation is entitled to their maximum number of locator tools based on the above formula even if they have fewer regional outlets than they have copies of the locator tools. The region of cooperation will need to indicate in their profile to what institutions the copies are to be distributed.

    Prior to the production of the locator tools, special libraries and other libraries as determined by the region of cooperation will be given an opportunity to order at a specified cost.

*The regions of cooperation will be required to provide the information noted under items Nos. 1, 2, 3, 8 and 9 in order to be eligible to apply for an LSCA Title III grant during the grant year beginning October 1, 1980.

NOTES:

a. Upon demonstration of a good faith effort on behalf of one or more library(ies) or type(s) of library(ies) to form a region of cooperation, and where failure to form a region resides with one or more library(ies) or type(s) of library(ies), the State Library will attempt to develop an interim plan to support interlibrary loan in the region.

b. Provision exists for one or more library(ies) within one region of cooperation to develop affiliation with another region with the approval of the region within which it exists or, in special cases, with dispensation from the State Library.

c. The State Library will form a state level Board of Review to review problems that arise which cannot be resolved at the regional level.

GUIDELINES FOR
INTER-REGIONAL AND INTER-NETWORK RELATIONSHIPS

1. It is recommended that each region of cooperation develop a policy statement regarding its relationship with other regions of cooperation and other networks operating in Michigan. The statement should reaffirm each region's commitment to accessing resources within its region before accessing another region of cooperation. Each region of cooperation is encouraged to include in its policy statement, an indication that it will accept requests from another region of cooperation, defining the conditions and mechanism of loan. Other networks functioning within a region of cooperation should be included in the planning process and assist in defining their role in the region of cooperation

2. Networks, such as the Kentucky, Ohio, Michigan (KOM) Regional Medical Library Network; Southwestern Educational Library Project (SWELP) or the Southeastern Michigan League of Libraries (SEMLOL), are requested to develop statements which define their relationships with the statewide multi-type regional structure. Such networks are also requested to communicate their statements of relationship to their members and to encourage each member to participate in the region of cooperation in which it is located.

STATE LEVEL BOARD OF REVIEW

Purpose - In the formation of regions of cooperation, conflicts between and within regions may arise which cannot be resolved at the local level. Every effort and avenue should be explored FIRST within the region to resolve problems and difficulties. When unresolved disputes cannot be settled, then the issues can be presented to the Board of Review for possible resolution.

Disputing Parties - A disputing party can be libraries (public, school, academic, or special), library groups (library cooperatives, REMC's, KOM, SWELP, SEMLOL, etc.), local boards and local units of government.

Composition - The Board of Review shall be composed of seven (7) persons. Five (5) persons from the Interlibrary Loan Task Force and two (2) persons selected from a list of three (3) names from the disputing parties.

The five (5) persons from the ILL Task Force shall represent one of the following areas:

1 - person from academic libraries
1 - person from REMC's
1 - person from a library cooperative
1 - person from a special library or representing a cooperating group
1 - person from the State Library

5

Two (2) persons will be selected and added to the Board of Review for each dispute issue(s) received. The disputing parties will have the opportunity to submit three (3) names of peer individuals to represent their interest and position.

Election/Term - During the period of October 1, 1980 thru September 30, 1981, the Interlibrary Loan Task Force will choose the members of the Board of Review by majority vote, for a term of one year. Filling of vacancies during the first year shall also be by election at the next ILL meeting following a termination.

After October 1, 1981 a person representing each of the developed regions of cooperation shall compose a state level planning group which will then determine the composition and function of the Board of Review.

The five persons selected by the ILL Task Force shall determine the chairperson by majority vote.

Review Procedures

1. The disputing party shall submit in writing to the Board of Review a summary of the points in the conflict.

2. The written statement should state:

   (1) The problem and reasons for the charge
   (2) Parties involved
   (3) Suggested resolution to solve the dispute
   (4) Summary of negotiations to date
   (5) Three(3) names of peers to join the Board of Review
   (6) Other pertinent information

3. The Board of Review shall select the persons to join the Board of Review and shall review the statements as quickly as possible. The Board of Review will determine the appropriate procedures for attempting to reach a solution on the issues.

4. A meeting date shall be established for all disputing parties to meet with the Board of Review to reach a solution to the conflict which is hopefully acceptable to all parties concerned.

5. Unresolved disputes can be submitted to the State Board for Libraries for final resolution.

CRITERIA FOR 1980 LIBRARY SERVICES AND CONSTRUCTION ACT (LSCA) TITLE III GRANTS

I. Grants to multi-type regions of cooperation:

A. Total amount available: $120,000

B. (1) Prorate 75% of the grant among regions of cooperation based on a formula of participating libraries (per capita and square miles served) which is similar to that used for LSCA I grants to public library cooperatives.

(2) Prorate 25% of the grant among regions of cooperation based on a formula of full-time equivalent enrollment in participating institutions of higher learning.

II. For multi-type regional projects which are product or planning oriented, as for example:

A. Developing multi-type regional locator tools (monographs/periodicals).

B. Purchasing regional locator tools of and/or contracting for interlibrary loan from another region of cooperation.

C. Acquiring access to the OCLC data base for use of a region of cooperation in furthering interlibrary loan activities, i.e., bibliographic verification, determining location, using ILL sub-systems.

D. Subsidizing interlibrary loan and document delivery system between libraries of all types within or beyond regions of cooperation.

E. Purchasing coupons from the Michigan Library Consortium or paying photocopy charges.

F. Other projects to enhance the development of regions of cooperation.

III. Requirements:

A. Region of cooperation must have filed its profile with the State Library.

B. A completed application form for each project must be submitted by the fiscal agent on forms provided by the State Library.

C. Possible fiscal agents are limited to public library cooperatives, public 4-year institutions of higher learning and public community colleges.

PROTOCOLS FOR USING THE INTERLIBRARY LOAN SERVICES OF THE STATE LIBRARY

I. Verification

A. Periodical Requests

Bibliographic verification in such indexes as Readers' Guide, Education Index, Michigan Magazine Index, etc., must occur for all requests.

B. Monograph Requests

Bibliographic verification in such sources as State Library's COM catalog(s), NUC, BIP, CBI, OCLC data base, etc., must occur for all requests. Unverified requests will be honored if the requesting party identifies the source of the citation and lists sources where attempts to verify have been unsuccessful.

II. Locator Tools

A. Periodical Requests

The ULOSSOM list will provide regional outlets and the other four reference/research libraries with periodical holding information of the State Library.

B. Monograph Requests

The State Library's COM microfiche catalog(s) and the OCLC data base will provide information on all monographs (except most State and Federal documents) of the State Library's holdings with publication dates of 1976 to date. In addition, the State Library has approximately 10,000 titles with earlier publication dates entered in both of the above data bases.

III. Requesting Mechanisms

A. Periodical Requests

Periodical information must flow through regional outlets or one of the other four reference/research libraries. The requests must be verified at the regional outlets and must contain the source of locations.

Requesting Mechanisms, cont.

B. Monograph Requests

Requests for monographs must flow through regional outlets or one of the other four reference/research libraries.

The State Library's COM catalog(s) will be placed only at regional outlets and the other four reference/research libraries, and should be searched when appropriate. If located, the request must contain the complete call number. Resources with publication dates of 1976 to date which are not located cannot be requested and will be returned to the requesting outlet with an "unfilled/error" notice. The only exceptions are State and Federal documents which are not listed in the State Library's COM catalog(s).

Titles with prior 1976 publication dates which are not listed in the COM catalog(s) should be verified and forwarded to the State Library if appropriate to the State Library's collection.

C. Subject Requests

The State Library will continue to accept reference and subject requests. If appropriate, subject requests should be searched in the State Library's Subject COM catalog and if not located should be requested by following the procedures outlined in this manual.

IV. Referrals

A. Periodical Requests

The State Library will not refer periodical requests to regional outlets or the other four reference/research libraries. If the request cannot be filled, the requesting party will be notified (missing, in bindery, etc.).

B. Monograph Requests

The State Library will not refer author, title, subject or reference requests to regional outlets or the other four reference/research libraries. If the desired monograph is not available, the requesting party will be notified (in circulation, missing, etc.).

V. Costs

A. Periodical Requests

The State Library will provide free photocopying services through 10 exposures for each request (i.e., article). If

Costs, cont.

A. Periodical Requests, cont.

an individual request exceeds 10 exposures, a 10¢ per exposure charge will be levied. If the request involves copying microforms and if the request exceeds 10 exposures, a 25¢ per exposure or a 50¢ for a whole newspaper page charge will be levied. No fixed service charges or handling fees will be applied. The reasons for the charge are to avoid abuse, to comply with copyright law, and to encourage greater screening at the regional outlet.

B. Monograph Requests

The State Library will supply monograph materials free of charge. No fixed service charges or handling fees will be applied. Charges for photocopies from a book or document are levied at the same rate as is charged for photocopies from periodicals.

C. Subject Requests

If a reference or subject request results in photocopying, no charge will be levied for that service.

VI. Billing

A. Periodical Requests

The State Library will develop its own bookkeeping/billing procedures for requesting libraries. Billings will be limited to regional outlets and the other four reference/research libraries.

B. Monograph Requests

Not appropriate.

VII. Transmission of Requests

A. Periodical Requests

The State Library will accept requests only from regional outlets or the other four reference/research libraries. Acceptable communication devices for requests are by telefacsimile, OCLC/ILL subsystem and mail.

B. Monograph Requests

Same as stated for periodicals.

VII. Interlibrary Loan from Other Regional Outlets and Reference/Research Libraries

A. Periodical Requests

The State Library will follow the statewide protocol for interlibrary loan to satisfy state government's needs. It will use whatever communication device is most suitable for each request (i.e., telefacsimile, OCLC/ILL subsystem, mail, etc.).

B. Monograph Requests

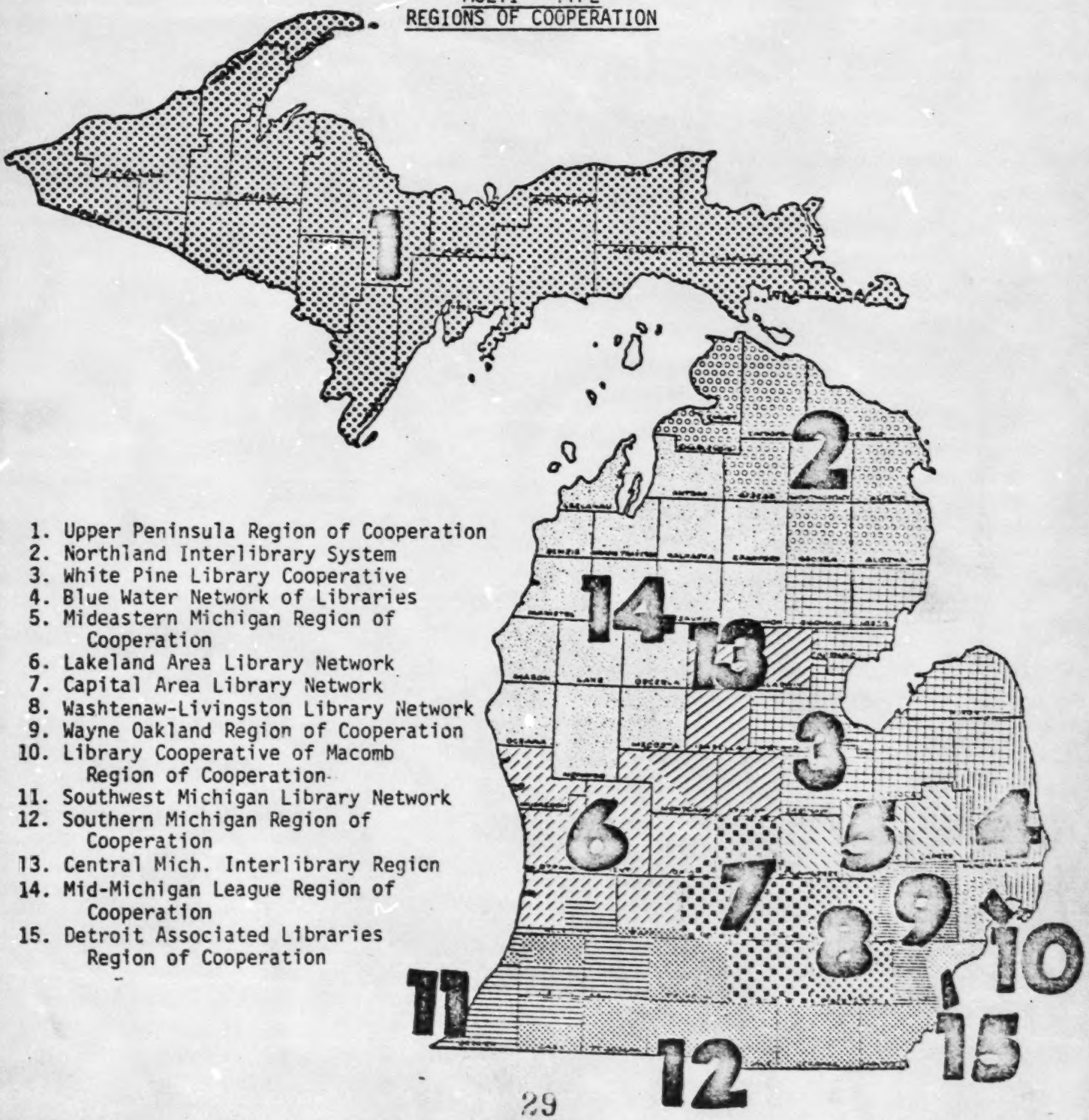
Same as stated for periodicals.

10/1/81

Michigan Department of Education
Bureau of Libraries and Adult Extended Learning

STATE LIBRARY SERVICES

STATEWIDE INTERLIBRARY LOAN
MULTI - TYPE
REGIONS OF COOPERATION



1. Upper Peninsula Region of Cooperation
2. Northland Interlibrary System
3. White Pine Library Cooperative
4. Blue Water Network of Libraries
5. Mideastern Michigan Region of Cooperation
6. Lakeland Area Library Network
7. Capital Area Library Network
8. Washtenaw-Livingston Library Network
9. Wayne Oakland Region of Cooperation
10. Library Cooperative of Macomb Region of Cooperation
11. Southwest Michigan Library Network
12. Southern Michigan Region of Cooperation
13. Central Mich. Interlibrary Region
14. Mid-Michigan League Region of Cooperation
15. Detroit Associated Libraries Region of Cooperation

A 03 A0

11

____ Human Resource
____ Project
X Document

Michigan Department of Education
State Library Services
Michigan Education Resources Information Center
Michigan Education Resource Data Bank

resume number: 2

7 8 12

1 title: 01 Plan for Restructuring Interlibrary Loan in Michigan
02
03
04
05

2 name/author/
contact person: 01
02
address: 03
04
05
city, state, zip: 06 city: state: zip:
phone number: 07 area:(12-14) exchange:(15-17) number:(18-21) ext.:(22-24)

3 place of employment/
publisher/organization: 01 Michigan Department of Education
02 State Library Services
address: 03 P.O. Box 30007
04
05
city, state, zip: 06 city: Lansing state: MI zip: 48909
phone number/date: 07 area:(12-14) exchange:(15-17) number:(18-21) ext.:(22-24)
month:(25-26) year:(27-28) 81

4 accessibility: 01 MDE, SLS, Michigan documents collection
02
03
04
05

030231

Michigan Department of Education
State Library Services
Michigan Education Resources Information Center
Michigan Education Resource Data Bank

12

5 descriptors:

01 Interlibrary Loan
02 Library Services
03 Statewide Planning
04 Institutional Cooperation
05 Networks
06 Guidelines
07
08
09
10
11
12
13
14
15
16
17
18

6 identifiers:

01 State Plans
02 Michigan
03 Michigan Department of Education
04 State Library Services
05
06
07
08
09
10
11
12
13
14
15
16
17
18

Michigan Department of Education
State Library Services
Michigan Education Resources Information Center
Michigan Education Resource Data Bank

8 12

7 abstract:

In Jan., 1980, a Task Force on Interlibrary Loan was appointed to work with SLS staff to formulate a series of recommendations for an interim interlibrary loan structure which could evolve out of the present system. What has evolved is a multi-type regional concept backed up by the five major reference/research libraries (Detroit Public Library, Michigan State University, State Library, University of Michigan and Wayne State University). The basic premise is that "all resources within a contiguous geographic region will be searched and shared to fill requests of all participating types of libraries (public, school, academic, special) within the region of cooperation." A list of task force members and a state map showing the 15 multitype regions are included.

050231